

MICHIGAN DEPARTMENT OF CIVIL SERVICE
JOB SPECIFICATION

RESIDENT CARE AIDE

JOB DESCRIPTION

Employees in this job provide services to residents in health care and educational facilities to maintain a clean and safe environment, providing nursing assistance, working with residents to carry out specific plans of care, and maintaining related records. Employees provide direct care services to residents with physical or mental disabilities in facilities providing 24-hour care.

There are three classifications in this job.

Position Code Title – Resident Care Aide-E

Resident Care Aide 6

This is the entry level. The employee works in a trainee capacity, receiving on-the-job training, attending structured in-service training programs, and receives close supervision while performing resident care aide services.

Resident Care Aide 7

This is the intermediate level. The employee works in a developing capacity with increased responsibility for providing a range of resident care aide services. An employee may only be reallocated to the intermediate level with successful completion of the Department's Resident Care Aide training program.

Resident Care Aide E8

This is the experienced level. The employee performs a full range of resident care aide assignments and uses judgement in making decisions where alternatives are determined by established policies and procedures.

NOTE: Employees generally progress through this series to the experienced-level based on satisfactory performance and possession of the required experience.

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Participates as member of the treatment team in implementing and creating training and rehabilitation care plans by conducting appropriate interpersonal communications, using behavior modification techniques, serving as a role model, and encouraging development of self help skills in language use and daily living activities.

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Makes visual observation of area to ensure residents' whereabouts and safety, and monitor activities.

Attends to the personal care needs of residents: bathing, hair care, nail care, shaving, diapering, toileting, dressing, oral hygiene, etc.

May control aggressive or disruptive behavior.

Keeps required records on residents' activities and behavior, physical condition, and reactions to medication and treatment, based on observation.

Provides a variety of services to assist in carrying out the nursing care plan for residents which may include: taking and recording vital signs, collecting and labeling specimens, applying cold packs and topical treatments, giving massage and range of motion treatments, etc.

Interacts with residents at mealtimes, feeding residents who need assistance, and maintains records on food and liquid intake.

Assists residents into and out of wheelchairs, beds, and other equipment.

Transports and accompanies residents to appointments on and off facility grounds.

Discusses resident progress and care plans with treatment team members and residents' family members.

Performs light housekeeping tasks such as sweeping, emptying ash trays, mopping up spills, disinfecting wheelchairs, making beds, mopping floors, throwing out trash, etc.

Changes bed linens; operates washing machines and clothes dryers; sorts, folds and puts away clothing.

As delegated by licensed professional staff, sets up and administers medications.

Schedules and participates with residents in recreational and therapeutic activities on and off facility grounds.

Monitors patients in seclusion who are likely to be physically abusive to others or self-abusive.

Makes deposits and withdrawals to assist patients in maintaining personal accounts.

Orders clothing and other personal items for residents.

Attends in-service training programs.

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Cares for and trains residents, patients, students, members, or others as directed.

Performs related work appropriate to the classification as assigned.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

NOTE: Some knowledge in the area listed is required at the entry level, developing knowledge is necessary at the intermediate level, and considerable knowledge is required at the experienced level.

Knowledge of the rights of residents.

Knowledge of basic resident care techniques and methods.

Knowledge of procedures for implementing resident care program objectives.

Knowledge of equipment used in resident care.

Knowledge of medications and treatments used in resident care.

Knowledge of physical, mental, and behavioral characteristics of residents.

Ability to successfully complete in-service training.

Ability to establish appropriate relationships and to get along well with residents.

Ability to observe, evaluate, and record conditions, reactions and changes in the physical and mental conditions of residents.

Ability to maintain appropriate attitude and conduct necessary to the welfare of residents.

Ability to create and maintain records and write brief reports.

Ability to communicate effectively.

Ability to handle the physical demands of the work including lifting and positioning patients, walking, use of restraints, and aggressive behavior management practices.

Working Conditions

This job requires an employee to work on any day of the week or on any shift.

This job requires an employee to work in health care and educational facilities including psychiatric hospitals, centers for the developmentally disabled, veterans hospitals, and schools for the blind and deaf.

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Physical Requirements

Job duties require direct contact with patients.

Job duties require an employee to handle the physical demands of the work including lifting and restraining patients.

Education

Educational level typically acquired through completion of high school.

Experience

Resident Care Aide 6

No specific type or amount of experience is required.

OR

Possession of a valid Competency Evaluated Nurse Aide (CENA) certification.

Resident Care Aide 7

One year of experience as a resident care aide and successful completion of the Department's Resident Care Aide training program.

Resident Care Aide E8

Two years of experience as a resident care aide.

Special Requirements, Licenses, and Certifications

Employees are required to participate in in-service training courses and to satisfactorily complete the course work.

Some positions are assigned job duties that may require possession of The Commercial Driver's License (CDL) issued by the Secretary of State as required by Public Act 346 of 1988 to operate a designated state vehicle.

Some positions may require CENA certification to be eligible for employment.

NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

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JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

Job Code

RESCARADE

Job Code Description

Resident Care Aide

Position Title

Resident Care Aide-E

Position Code

RCARADEE

Pay Schedule

U11-011

ECP Group 1
Revised 12/11/00
SS/VLWT/RG/SDK